

# Los Alamos

NATIONAL LABORATORY

## Request for Reimbursement from Employee Morale Fund

To: Gloria Vigil, BUS-1, P240

Name:	Z Number:	Mail Stop:
Group:	Phone:	Fax:

Cost Code:	Program Code: W63B	Cost Account: 0000	Work Package: 0000
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Make Check Payable To:	Amount:
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Check Appropriate Box:

<input type="checkbox"/>	Mail To:	Mail Stop:
<input type="checkbox"/>	Call for Pick-up:	Phone:

Give a Brief explanation of what the money was used for (include date of function):


Attach all receipts to request. If this is an advance, receipts should be submitted within one week.

Requestor's Signature:	Date:
Business Team Leader Approval:	Date:

**Distribution:**  
**BUS-1, P240 (Original)**  
**HR-DO, P124 (w/o attachments)**  
**Requestor**

7/16/97